

**VIRGINIA NATIONAL GUARD  
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NO. 06-110**

This position is also being advertised AGR. The AGR announcement number is 06-17.

**POSITION:** Administrative Support Technician (OA), 06-110, (PD No.: 80284000)

**GRADE/PAY:** GS-0303-06 \$32,059.00 - \$41,675.00 per annum

**DUTY LOCATION:** 192<sup>nd</sup> FW, Sandston, VA

**OPENING DATE:** 18 July 2006 **CLOSING DATE:** 22 August 2006 (1700 hrs)

**EMPLOYMENT STATUS:** Excepted Service Male/Female Enlisted Personnel

**WHO CAN APPLY:**

**GROUP I** - Applications will be accepted from all qualified enlisted personnel who are currently employed (permanent) in the Virginia Air National Guard Military Technician Program.

**GROUP II** - All qualified Virginia Army and Air National Guard enlisted personnel, regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to or during the advertisement period.

**GROUP II-** Individual eligible for membership in the Virginia National Guard.

**MILITARY ASSIGNMENT:** This position is supervised by a MAJ/O4. Grade inversion will not be authorized. Compatible AFSC: 3A0XX

**POINT OF CONTACT:** COL Ray A. Turner, (804) 236-6763

**SELECTING OFFICIAL:** COL Jay M. Pearsall, 192d FW Air Commander

**QUALIFICATION REQUIREMENTS:**

**GENERAL** - Administrative or clerical experience, education, or training which demonstrates the candidates ability to perform the duties of the position.

**SPECIALIZED** - Must have nine (9) months of experience which equipped the applicant with the following specialized experience to successfully perform the duties of the position, such as: experience which gives evidence of the capability to perform administrative work, experience gathering information, compiling data and preparing reports. Experience in the application and use of regulations and procedures, experience which demonstrates the application of both oral and written communicative ability.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):** Applicants should prepare statements addressing all KSAs listed below. Explain any military/civilian experience that supports each KSA. **The KSAs are NOT used for basic qualification.** KSAs may be used as a factor in evaluating candidates at the election of the Selecting Official/Interviewing Official.

1. Knowledge of specialized procedures and technical application of the administrative work.
2. Skill in gathering information, compiling data and preparing reports.
3. Specific knowledge of regulations and procedures related to the type of work performed by the function.
4. Skill in communicating both orally and in writing.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, 30 semester hours or equivalent) for 12 months of the required experience. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of courses.

**DUTIES/RESPONSIBILITIES-POSITION DESCRIPTION NUMBER 80284000:** Serves as the focal point, local authority and expert source for information for all administrative functions of the unit. These functions include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit military personnel; and Personnel Concepts III (PCIII) program. Develops procedures that affect administrative management and program development within the unit. Identifies and researches a wide

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variety of administrative problems to determine the best solution when there is not one absolutely correct or appropriate solution and recommends course of action to be followed.

**REMARKS:** Position is currently located in Sandston, VA but will relocate to Langley AFB, Hampton VA.

**APPLICATION PROCEDURES:** INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO [vaguardtechjobs@va.ngb.army.mil](mailto:vaguardtechjobs@va.ngb.army.mil) or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/jobs/Docs/statepoc.htm>.

TPVA 06-110

DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer